

STATE OF CALIFORNIA

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

Base Year Modification Request Certification

Part 1: Generation Study - No Extrapolation Diversion Data

To request a substitution for a previously approved base-year used in calculating the diversion rate for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

California Integrated Waste Management Board  
Office of Local Assistance  
1001 I Street, 9th Floor  
PO Box 4025  
Sacramento, CA 95812-4025

General Instructions:

Please select the **ONE** choice below that best explains your request to the Board.

☐ 1. Use a recent generation-based study to calculate our current reporting-year generation amount, but not officially change our existing Board-approved base year.

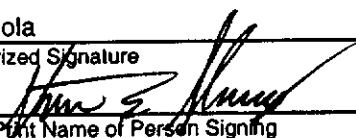
☒ 2. Use a recent generation-based study to officially change our existing Board-approved base year to a new base year.

The cells on these sheets are protected except for the ones that need information. If you have problems using these sheets, please contact your Office of Local Assistance representative.

Section I: Jurisdiction Information and Certification

All respondents must complete this section.

I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:

Jurisdiction Name		County	
Capitola		Santa Cruz County	
Authorized Signature		Title	
		Public Works Director	
Type/Print Name of Person Signing	Date	Phone ( )	
Steve Jesberg		831-475-7300	
Person Completing This Form (please print or type)		Title	
Mark White		Project Manager	
Affiliation: Pacific Waste Consulting Group			
Mailing Address		City	State
5714 Folsom Blvd. Suite #240		Sacramento	CA
			ZIP Code
			95819
E-mail address <a href="mailto:mark@pwcg.net">mark@pwcg.net</a>			

**Section II: Information for New Generation-Based Study for Existing or New Base Year**

**Attach additional sheets if necessary— reference each response to the appropriate cell number (e.g., 4).**

*Note: New base years must be representative of a jurisdiction's disposal and diversion.*

<b>1. Current Board-approved base-year:</b>	<b>2. Proposed new generation-based study year:</b>
1999	1999

**3. Explain how the proposed generation study year is representative of average annual jurisdiction disposal and diversion:**

The Board-approved Base-Year is incomplete and we are seeking to revise it. The CIWMB had disallowed the diversion from thrift stores, which was determined by using a conversion factor that is no longer accepted by the CIWMB. Data for the proposed Base-Year was obtained directly from waste audits and surveys. The calculations used Board-approved conversion factors. No extrapolation was used. The extended data gathered in this study and the accurate calculations result in a more accurate Base-Year. No unusual events occurred in the study year such as natural disasters or large C&D projects, so it is an average year in terms of disposal and diversion.

**4. Enter your diversion rates below.**

<b>Diversion rate calculated using existing base year</b>	<b>a. 42 %</b>	<b>Diversion rate calculated using new generation-based study</b>	<b>b. 44 %</b>
<b>For existing base year pounds/person/day based on generation</b>	<b>10.4</b>	<b>For new generation based study pounds/person/day based on generation</b>	<b>10.7</b>
<b>Residential generation 42 %</b>	<b>Non-Residential Generation 58 %</b>	<b>Residential generation 41% %</b>	<b>Non-Residential generation 59% %</b>
<b>Population existing generation-based study 11150</b>		<b>Population new generation-based study 11150</b>	

**5. If there is an increase between 4a and 4b, please explain how the new diversion rate is consistent with your current diversion implementation efforts. If the proposed new generation tonnage results in an increase in your pounds/person/day, please explain how this is consistent with your current diversion implementation efforts and provide any examples, e.g. change in jurisdiction's demographics.**

The 2 percent increase in the diversion rate is due to the supplemental generation study that recalculates diversion from disallowed sources (thrift stores) in the original proposed Base-Year. This study also identifies diversion from additional businesses. Telephone surveys and on-site waste audits were performed to determine the diversion. There is only a slight increase in the lbs/person/day and it is attributed to identifying the additional diversion which resulted in an increase in overall generation.

**6. If the difference between the proposed diversion rates in 4a and 4b is greater than 5 percentage points, please explain the specific reasons for the difference. (For example: new/improved curbside diversion programs.)**

The increase in the diversion rate is not greater than 5 percent.

<b>7. Disposal Tonnage: (enter values)</b>		<b>5438</b>	<b>6866</b>	<b>12304</b>
		<b>Residential</b>	<b>Non-Residential</b>	<b>Total</b>

Please select the **ONE** choice below that best explains your **disposal** data and complete the required tables.

☒ a. All tons claimed are from the Board's Disposal Reporting System (No explanation required. Go to Section 8.)

☐ b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage. (Please complete Reporting Year Tonnage Request and Modification Certification sheet found at <http://www.ciwmmb.ca.gov/igcentral/forms/rytmmrdq.doc>)

☐ c. Some Disposal Reporting System data were corrected. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at <http://www.ciwmmb.ca.gov/igcentral/forms/rytmmrdq.doc>)

8. In the table below, list the summarized diversion activities, and diversion data records that support your claim and are available for Board audit. (Note: The Board expects the jurisdictions to be able to provide all back-up documentation, if requested) Include type of record and location—for example, weight tickets from transfer stations. This section should capture all diversion tonnage (form will perform all addition calculations). If any diversion is from restricted wastes, [agricultural wastes, inert solids (e.g., concrete, asphalt, dirt, etc.), while goods, and scrap metal] please identify those programs/waste types and fill out section 10. Please mark as Attachment 8 all copies of survey forms.

\*Please provide detailed non-Residential waste audit information in Section 9.

Diversion Activity	Actual Tons	Relative Percentage Total Generation	Specific material type(s) (if operation with multiple materials in one box)	Specific conversion factor used (if any) and Source	Type of record and location of record
Please use the Board's program types. The program type glossary is online at <a href="http://www.ciwmmb.ca.gov/igcentral/parts/codes/reduce.htm">http://www.ciwmmb.ca.gov/igcentral/parts/codes/reduce.htm</a>					
(A)		(A/Total Generation)			

**Residential Activities:**

**Source Reduction**

Backyard composting		0.0%			
Grasscycling		0.0%			

**Other Residential source reduction (list each program separately)**

Enter program name		0.0%			
Enter program name		0.0%			
Enter program name	1	0.0%			
Enter program name		0.0%			
Enter program name		0.0%			
Subtotal Residential Source Reduction	0	0.0%			

**Recycling**

Curb-side Recycling					
Buyback centers					
Drop-off centers					

Division Activity	Actual tons	Ratio of pounds to tons (actual)	Specific material type(s) from which waste was derived	Specific container type(s) from which waste was derived	Type of record and location of record
Please use the Board's program types. The program type glossary is online at: <a href="http://www.combo.ca.gov/boards/infocentre/ledestreduce.htm">http://www.combo.ca.gov/boards/infocentre/ledestreduce.htm</a>					
<b>Other Residential recycling (list each program separately)</b>					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal Residential Recycling</b>	<b>0</b>	<b>0.0%</b>			
<b>Composting</b>					
Green waste drop-off					
Curbside green waste					
Christmas Tree program					
<b>Other Residential composting (list each program separately)</b>					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal Residential Composting</b>	<b>0</b>	<b>0.0%</b>			
<b>Subtotal Residential Diversion</b>	<b>0</b>	<b>0.0%</b>			
<b>Non-Residential Activities:</b>					
<b>Source Reduction</b>					
Non-Residential Waste Audits	537	2.4%		See Section 9	
<b>Other non-Residential source reduction (list each program separately)</b>					
Diversion Approved in Existing Base-Year	8910	40.6%		See Approved Base-Year	
Enter program name					
Enter program name					
Enter program name					
<b>Subtotal Non-Residential Source Reduction</b>	<b>9447</b>	<b>43.0%</b>			

Diversion Activity	Actual Tons	Relative Percent to Total Generation	Specific material type(s) (list multiple materials in one box)	Specific conversion factor used (if any) and Source	Type of record and location of record
Please use the Board's program type. The program type glossary is online at <a href="http://www.ciwinchester.gov/central/docs/codes/reduce.htm">http://www.ciwinchester.gov/central/docs/codes/reduce.htm</a>					
<b>Recycling</b>					
Non-Residential Waste Audits	206	0.9%		See Section 9	
<b>Other non-Residential recycling (list each program separately)</b>					
<b>Business Surveys</b>					
Board Approved Diversion					
Enter program name					
Enter program name					
Enter program name					
Subtotal Non-Residential Recycling	206	0.9%			
<b>Composting</b>					
Non-Residential Waste Audits				See Section 9	
<b>Other non-Residential composting (list each program separately)</b>					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Subtotal Non-Residential Composting	0	0.0%			
Subtotal Non-Residential Diversion	9653	44.0%			
<b>Diversion Activities</b>					
ADC					
Sludge					
Scrap metal					
Construction and demolition					
Landfill salvage					
Subtotal Residential/Non-Residential diversion	0	0.0%			
Total Diversion Tons	9653	44.0%			
Total Disposal Tons from Sec. 7	12304	56.0%			

**Board Meeting  
July 23-24, 2002**

[illegible]

9. Specific Non-Residential Sector Waste Audits-Top 10 Non-Residential Generators

Please complete this table for the top 10 non-residential generators that were surveyed. List each non-residential generator separately from largest to smallest, based on total diversion tons. Audit reference number ties to your audit sheets. **(Form will perform all addition calculations).**

Please provide an attachment 9 which includes all of the generators surveyed. Include for each generator (use type of generator in lieu of specific business name) diversion activity and material type and associated tonnage for each diversion activity/material type. Include copies of survey form(s) used.

Type of Non-Residential Generator	Audit Reference Number	Specific Diversion Activities Include (List activity on one line)	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Diversion (Total Tons/Total Generation in Section 8)	Survey Method (Mail (M), On-site (O), Other)
Hardware Store	A-99-02	Recycling of cardboard and paper. Source reduction of office paper and pallets.	216	45	0	260.6484207	1.2%	O
Thrift Store	A-99-05	Source reduction of thrift items.	98	0	0	98	0.4%	O
Thrift Store	A-99-03	Source reduction of thrift items.	130	0	0	130	0.6%	O
Department Store	S-99-05	Recycling of cardboard and plastic. Source reduction of plastic and pallets.	37	46	0	83.80737374	0.4%	P
Department Store	A-99-01	Recycling of cardboard and plastic. Source reduction of cardboard.	17	63	0	79.69133333	0.4%	O
Sporting Good Store	S-99-03	Recycling of cardboard. Source reduction of cardboard, donations.	3	50	0	52.6877037	0.2%	P
Thrift Store	A-99-04	Source reduction of thrift items.	9	0	0	9	0.0%	O
Auto Repair	S-99-01	Source reduction of tires.	26	0	0	26	0.1%	P
Sporting Good Store	S-99-04	Source reduction of cardboard.	0	3	0	2.6	0.0%	P
Book Store	S-99-02	Donations of books.	1	0	0	1.239	0.0%	P
Totals			537.32228	206.351554	0	743.6738315	3.4%	

Summarize the non-residential diversion activities quantification methodology and applicable conversion factors.

A-99-02: This hardware store was surveyed through a waste audit and all diversion activities were observed on-site. This store bales its cardboard and recycles it through a recycler other than the hauler. On average, 3.5 bales (4'x4'x2' bales) are recycled. We calculated the 4.15 compacted cubic yards per week by the conversion factor (400 lbs/cu yard compacted), resulting in 43 tons annual diversion. Mixed paper is also recycled through a recycler other than the hauler. The loose paper is stored in bags, on average 30 gallons per week. At 201 gallons per cubic yard and using the factor (0.19 tons/cu yd, UCLA), we calculated 1.47 tons diversion. Using a built-in board instead of distributing memos to each of its 125 employees, the company saved 1.08 reams per month. Using the conversion factor (5 lb/ream, UCLA), we calculated 0.03 tons diversion. Each week, 900 pallets are reused. Using the conversion factor (40 lbs/pallet, USEPA), we calculated 216 tons diversion.

A-99-05: This thrift store was surveyed through a waste audit and all diversion activities were observed on-site. This store receives and sorts all materials on-site. They test appliances and televisions before they are accepted. Unacceptable clothing and other items are rejected on-site to minimize disposal. Clothing remains for



A-99-01: This thrift store was surveyed through a waste audit and all diversion activities were observed on-site. This store receives and sorts all materials on-site. They test appliances and televisions before they are accepted. Unacceptable clothing and other items are rejected on-site to minimize disposal. Clothing remains for sale through a series of price reductions. After four weeks on sale, the clothes are disposed. Appliances and furniture are kept until sold. They receive an average of 4,000 items of clothing per week. We used an industry estimate of 1 pound per item to calculate 4,000 lbs/week. The manager stated that they usually end up disposing about 50 percent of the clothing, so we subtracted that amount from our diversion calculations. Using 2,000 items per week, at 1 lb/each, we calculated 52 tons annually. During the audit we reviewed a report on the day's sales that stated they sold 295 items that day. That was stated as being an average day (open 7 days/week), and is therefore consistent with our overall figures. On average, 60 small appliances are received each week. Using the conversion factor (5 lbs/each, CIWMB - averaged factors of several small appliances), we calculated 2 tons diversion. On average, 60 large appliances are received each week. Using the conversion factor (114 lbs/each, CIWMB - averaged factors of several large appliances), we calculated 41 tons diversion. The store also accepts donated cars, but we did not include the cars in our diversion calculations. Each week, 20 furniture items are received. Using the conversion factor (30 lbs/each, CIWMB - averaged large and small items for a conservative factor), we calculated 4 tons diversion.

We are including thrift stores in our diversion study because they are diverting items that may otherwise be disposed by the residents that use the store. Although this store receives some items from other jurisdictions, we feel that all diversion should count because the City of Capito receives disposal credit for the same materials, when disposed. As the host jurisdiction, it is appropriate to also receive credit for those materials diverted.

A-99-03: This thrift store was surveyed through a waste audit and all diversion activities were observed on-site. Again, we feel that thrift store diversion should count in this study because the City receives disposal credit for the disposed items. As the host jurisdiction, it is appropriate to also receive credit for those materials diverted.

This store is unique in how it receives and processes its materials. This store receives and sells mostly clothing (70%) and some appliances and furniture. The store receives items from the Base Plant (and quantifies volume) in 'barrels' (manager stated approximately 50 pounds each) and in 'flower boxes' (manager stated 40 pounds each), with the exception of appliances and furniture, which are minimal. All items received on site are stored in the barrels or boxes and shipped by semi-trucks to their Base Plant. No items received at the Capito store remain at the store. The Base Plant receives items from all of Santa Cruz County. The items from the entire county are processed (cleaned and made ready for sale) and then sorted and shipped to the different stores within the county. They did not know how much material was received from Capito residents since people from other cities (Apito, Live Oak, Santa Cruz) may use their drop-off sites. The store estimates that they receive, from the Base Plant, 10-12 flower boxes (clothes) and about 6 barrels (toys, shoes, small appliances and furniture) daily. Items that are not sold in the store go back to the Base Plant, where they are donated, auctioned off, or sent overseas.

The manager stated that only about 1% of their volume is landfilled. Specifically, they estimate that about 1/2 barrel (estimated 25 lbs.) of "junk" is disposed daily. Using the estimated weights for the containers, we were able to calculate the overall weight of materials received at the store. Each day (seven days/week) the store receives from the Base Plant 6 barrels of clothes. At 50 pounds each, we calculated 55 tons of annual diversion. They also received 10-12 (we used 11) flower boxes daily full of household items. At 40 pounds each, we calculated 80 tons of annual diversion. The overall total of materials received totals 135 tons per year. Taking into account the amount of items disposed (25 lbs/day or 5 tons/yr), the overall amount of diversion we used is 130 tons.

S-99-05: This department store reported cardboard and plastic wrap recycling and cardboard and donations. The store was contacted through a telephone survey and all information was provided by the store manager. This store was contacted in the 1999 Base Year study, but was re-surveyed to identify possible diversion that was missed. The store sends its cardboard back to their distribution center for recycling and reuse. They stated that usually half is reused and half is sent to recycling. The cardboard is stacked flat, and bundled into 4x4x4 bundles (but not compacted). Each day, they send back 4 bundles totaling 9.48 cubic yards - 4.74 cubic yards (50 percent) recycled and 4.74 cubic yards (50 percent) reused. However, in the base year, we had already included 1.4 cubic yards per day of cardboard from recycling, so those tons were removed in this survey. Calculating the additional 3.34 cubic yards per day (4.74 - 1.4) by the conversion factor (50 lbs/cubic yard stacked, loose, USEPA), we determined 26 tons of recycling annually. We did not use any reused cardboard in the base-year, so all of the 4.74 cubic yards per day are counted in this study, for a total of 37 tons of diversion. Plastic wrap is also stored and sent to the distribution center for recycling. The store sends back 30 96-gallon bags per day for recycling. Converting the gallons to the equivalent of 33 gallons bags, we used the conversion factor (1.5 lbs/33 gallons, USEPA), we calculated 20.4 tons annual diversion. The store donated items twice yearly in the holiday season and before the school season. The manager estimated that annually, they give away 700 items to needy families. The manager felt that 1 pound per item was a conservative estimate as many of the items donated are shoes and coats. Using that factor, we calculated 0.35 tons diversion.

A-99-01: This store was surveyed through a waste audit and all diversion activities were observed on-site. The store bales cardboard and backhauls it to the corporate distribution center for recycling. This store was surveyed by phone for the 1999 base year. The employee stated 2 bales per week, but at the on-site audit, the



lv  
gendi: 6  
Attachment 2  
Möbel- und Transporthauler so were not counted in this survey. The bubble wrap was counted in the survey that was conducted for the base-year report, so it is also not counted. The store reuses cardboard, popcorn packaging, and donates books. The cardboard reuse was also counted in the previous survey. The popcorn packaging is donated to a mailing service business. They donate one 33-gallon bag weekly. Using the conversion factor, (1.5 lbs/33 gallons, USEPA), the divert **0.04** tons annually. They donate 4 boxes of books (manager estimated 50 lbs. Each) monthly to the "Friends Outside" charity. This results in **1.2** tons annual diversion.

ATTACHMENT 9

Bus Type	Ref. #	Total Div	Total Rec	Total SR	Compost	Recycling				Source Reduction				
						OCC	Paper	Plastic	Tires	OCC	Paper	Plastic	Pallets	Textiles
Hardware Store	A-99-02	261	45	216	-	43	1	-	-	-	0	-	216	-
Thrift Store	A-99-05	98	-	98	-	-	-	-	-	-	-	-	-	98
Thrift Store	A-99-03	130	-	130	-	-	-	-	-	-	-	-	-	130
Department Store	S-99-05	84	46	37	-	26	-	20	-	37	-	-	-	0
Department Store	A-99-01	80	63	17	-	28	-	35	-	-	-	2	14	-
Sporting Good Stor	S-99-03	53	50	3	-	49	-	0	-	2	-	-	-	1
Thrift Store	A-99-04	9	-	9	-	-	-	-	-	-	-	-	-	9
Auto Repair	S-99-01	26	-	26	-	-	-	-	-	-	-	-	-	-
Sporting Good Stor	S-99-04	3	3	-	-	3	-	-	-	-	-	-	-	-
Book Store	S-99-02	1	0	1	-	-	-	0	-	-	1	-	-	-
	0	0	-	-	-	-	-	-	-	-	-	-	-	-
	0	0	-	-	-	-	-	-	-	-	-	-	-	-
	0	0	-	-	-	-	-	-	-	-	-	-	-	-
	0	0	-	-	-	-	-	-	-	-	-	-	-	-
		744	206	537	-	149	1	56	-	39	1	2	230	239

10. For each restricted waste type [i.e., agricultural waste, inert solids, (e.g. concrete, asphalt, dirt, etc.) scrap metals and white goods (PRC Section 41781.2)] and associated program, please provide the following

a. If the diversion program started on or after January 1, 1990, complete the following table.

(Note: program name refers to one specific diversion program for that waste type; (e.g., diversion conducted by City Public Waste Dept).

Restricted Waste Type	Specific Program name	Year started	Tonnage
Pull Down for Waste Types ▼	*** There were no restricted wastes in this study		
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			

b. If the diversion program started before January 1, 1990, on a separate sheet, marked attachment 10b, provide the following documentation: (Note: If documentation for a waste type and program has already been approved by the Board, you do not have to provide an attachment 10b for that waste type and program.

Instead please provide date of Board approval of previously submitted information. \_\_\_\_\_ (Date)

If documentation is not available, go to 10d.

- How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion [PRC Sec. 41781.2 (c) (1)].

- That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990.

(Note: this criterion is applicable to the entire jurisdiction, not to individual programs

[PRC Sec. 41781.2 (c) (2)]).

- The jurisdiction is implementing, and will continue to implement, the diversion programs in its Source Reduction and Recycling Element.

c. If the diversion program started before January 1, 1990, and the documentation requested in 10b is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Specific Program Name	New base year or reporting year diversion tonnage
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		

d. If the diversion program started before January 1, 1990, and the documentation requested in 10b is not available, please complete the table below for each program claimed. (Note: Only the difference between the new base year/reporting year and 1990 can be counted in the diversion rate calculation.)

Restricted Waste Type	Specific Program name	New base year or reporting year tonnage	1990 diversion tonnage	Difference
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				

Pull Down for Waste Types				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				